



STATE  
OF  
GEORGIA

**Amended**

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date <b>August 13, 1973</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>OAA-1</b>		Date Received <b>AUG 14 1973</b>	Application No. <b>73-476-100</b> Date Completed <b>SEP 17 1973</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Human Resources Office of Administrative Affairs Public Assistance Payments Room 501-S 47 Trinity Avenue Atlanta, Georgia 30334</b>		4. Person to Contact <b>Ms. Nancy Howell</b>	
		5. Working Title <b>Supervisor</b>	6. Tel. No. <b>656-4373</b>

7. ACTION REQUESTED To amend Standard numbers 15, 32, 51, 70, 309  
☒ ESTABLISH DISPOSITION STANDARD; ☐ DISPOSE OF PRESENT ACCUMULATION;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series <b>1968- to date</b>	9. Exact Series Title <b>SEE ATTACHED - To Amend Appl. # 15, 32, 51, 70, 309.</b>
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10. What is the function of the office in which this record series is created?

The Office of Administrative Affairs, under the supervision of the Deputy Commissioner, is responsible for the administration and coordination of the Administrative Services of the Department. Included are: (1) programs involving appropriation of funds and the budgeting of the disbursement of these funds, (2) the programs involving the procurement of manpower for the filling of vacant or soon to be vacant positions (Personnel Administration Unit), (3) programs involving the training (orientation, in-staff and academic) of employees of the Department (Staff Development Unit), (4) services involving the evaluation and analysis of programs of the Department (Program and Management Analysis Unit), (5) services involving the development of new programs in the Department (Planning and Development Unit), (6) accounting and supportive services of the Department (Finance and Services Unit).

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

SEE ATTACHED

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Record	
Letter-size File Drawers				In Office(s)		In Storage Area(s)	
Legal-size File Drawers			Floor Space Occupied (Square Feet)				
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Pre Years

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.

- |   | YES | NO  |
|---|-----|-----|
| 13. Is this the Record Copy of the series?  | [X] | [ ] |
| 14. Is there a duplication of this series in another office or agency?<br>13th County Departments of Family and Children Services | [X] | [ ] |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication.           | [ ] | [X] |
| 16. Does the series contain classified information requiring security handling?   | [X] | [ ] |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | [ ] | [X] |
| 18. Could the function be performed if the files were lost or destroyed?  | [X] | [ ] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | [ ] | [X] |
| 20. Does the record series provide data as input to an EDP file?  | [X] | [ ] |
| 21. Does the record series contain documentation produced as EDP printout?  | [ ] | [X] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? See #24                    | [X] | [ ] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | [ ] | [X] |

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☒ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Part 205 of Chapter II of Title 45 of CFR (205.145)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER \_\_\_\_\_, then:

- ☐ Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):  
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):  
☐ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.  
☒ Other: (Specify)

SEE ATTACHED

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Allen A. Spaulock WBR</i>	8-13-73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	8/13/73
STATE RECORDS COMMITTEE	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	9-4-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	8-29-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert Shell</i>	9-5-73

ATTACHMENT SHEET

73-476 PUBLIC ASSISTANCE AUTHORIZATION FILES

Documents relating to the authorization of monetary assistance (Public Assistance) to eligible recipients in the State. Included are:

1. 301-Initial Authorization
2. 302-Status Change or termination
3. 303-Corrective Action
4. 304-Supplemental payment
5. 306-Address Change
6. 307-County hold order/Disposition advice
7. 308-State hold order/Disposition advice
8. 309-Check undelivered notice
9. 310-Check returned by county
10. 314-Check cancelled at State office
11. 394-394.1-Authorized for payment to nursing home vendor

Files are arranged by batch number.

Cut off monthly; hold in current files area for one (1) year; transfer to State Records Center and hold for two (2) years; then destroy; however, records shall be retained until resolution of audit questions.

73-477 PUBLIC ASSISTANCE CANCELLED CHECK FILES

Documents relating to the expenditure of Public Assistance Monies. Included are: Form #326 - Public Assistance Cancelled Check. Files are arranged numerically by batch number, then by date.

Cut off monthly; hold in current files area for six (6) months; transfer to State Records Center for 2 1/2 years then destroy; however records shall be retained until resolution of audit questions

73-478 COUNTY CORRESPONDENCE FILE

Documents relating to official correspondence between county Department of Family and Children Services and the State Department. Included are:

1. form letters making corrections in date, address, status, signature
2. letters of transfer of Public Assistance checks
3. miscellaneous transmittal letters

Files are arranged alphabetically by county.

Cut off at end of current fiscal year; hold in current files area for 1 year; transfer to State Records Center and hold for two (2) years; then destroy. However records shall be retained until resolution of audit questions.

73-479 STOP PAYMENT FILES

Documents relating to the stopping of payment on a Public Assistance check. Included are:

1. Dept. form 104(362)
2. County Department transmittal letter re: Stop payment of public check (form 654)
3. Letter from county to state
4. Letter to bank re: Stop Payment
5. Copy of public assistance check with original check that was cancelled
6. Acknowledgement letter from bank re: Cancellation of public assistance check

File is arranged by county.

Cut off at end of current fiscal year; hold in current files area for 1 year; transfer to State Records Center and hold for two (2) year; then destroy. However record shall be retained until resolution of audit questions.

Continuation of Attachment Sheet

73-480 PUBLIC ASSISTANCE CHECK REGISTERS FILE  
Documents relating to the issuance of  
Public Assistance checks. Included are:  
form-#353 - Georgia State Department of  
Family and Children Services Check  
Register. Files are arranged by date and  
by county.

Cut off at end of current fiscal  
year; hold in current files area  
for 1 year; transfer to State  
Records center and hold for two (2)  
years; then destroy. However  
records shall be retained until  
resolution of audit questions.